



Ballaugh Primary School  
GUIDELINES FOR HELPERS IN PRIMARY SCHOOLS

**THIS DOCUMENT SHOULD BE READ IN CONJUNCTION  
WITH “Induction for Staff-Safeguarding Children”**

We welcome the help that you feel able to offer us and are grateful for the time and support which you are able to give us.

The Department of Education Sport and Culture requires all schools to offer the following guidance to people who help with school activities. The guidelines are designed to be of support to those who voluntarily help in school and particularly to those who may be helping for the first time. They are not intended to be a set of rules but rather guidelines, which seek to avoid confusion and misunderstanding.

Though numbered, the guidelines are not placed in any order of priority.

1. The headteacher / class teacher is (are) in charge of the class, its programme of learning and its discipline. It is they who will decide upon the nature and level of support they would like you to provide.
2. Please remember that if you are ever unhappy about an activity which you have been asked to supervise, please say so and talk to the teacher concerned.
3. We treat the pupils with courtesy and respect and expect them to treat everyone, both adults and children, the same way. As one of the partners in the learning process, you will be viewed as a good role model of a caring, sensible adult. Pupils will be watching and copying you. They model themselves on you, your views, attitudes and appearance.
4. Please remember that if you are involved for any length of time, you will naturally become aware of the abilities and achievements of different pupils. This information must obviously be regarded as confidential. Please try to imagine how you would feel if you heard another adult discussing, or making a comment, about your family. By all means tell everyone about how you are helping in school but what you see and hear cannot be for general discussion outside school. If you have any concerns at all, take them in the first instance to the headteacher.
5. In some situations, depending on the task(s) that you are involved in, it may be necessary to apply for an enhanced DBS check before you are able to work in school with the children.
6. All visitors to schools are required to sign a Visitors Book upon arrival and prior to departure. Please remember to do so on every occasion when you work in school. The visitors book in our school is kept outside the office.
7. Together, you and the school have made a commitment over time for you to work as a member of a team in the best interests of the pupils. If for any reason either party wishes to discontinue the partnership, then this may happen as amicably and smoothly as when the process was initiated.

8. If you are helping pupils with a task, please try to do so without solving the problems for them. Ask questions, suggest lines of enquiry and encourage pupils to explain what they mean rather than supply all the answers.
9. Please remember to behave safely at all times, and not to place the pupils in your care at risk. Make yourself aware of all the emergency and evacuation procedures.
10. Swimming – If helping with the school swimming sessions, do not enter the community changing rooms or the areas between the changing cubicles while pupils are using them. Outdoor shoes must not be worn poolside.

Finally, if you have not been put off coming into school then please complete and return the slip below to school.



### Helpers in Ballaugh Primary School

Please complete and return to the school at your convenience, thank you.

Having read and appreciated the guidelines set out above, I am happy to offer my help to the school and fully accept the need for complete confidentiality. I am willing for a police check to be carried out should it be deemed necessary for the task.

Name .....

Signed: ..... Date:.....